

Direct Access Global Payroll

Personal Data Changes

Overview

Introduction This guide provides the procedures for navigating the Personal Data Changes component in Direct Access.

Contents This chapter contains the following topics.

Topic	See Page
Employee Address, Home of Record and Phone	3
Change of Name	11
Correction of Social Security Number (SSN) or Date of Birth (DOB)	13
Marital Status	15
Citizenship Status Changes/Passport Information	21
Non Self-Service Diversity Update	27
Member Email Address	31

This page left blank intentionally.

Employee Address, Home of Record and Phone

Ref: (a) Joint Travel Regulations (JTR), Appendix A – Definitions & Acronyms, “HOME OF RECORD”

Introduction This section provides the procedures for changing a member's home and mailing address and for viewing the Home of Record. The Home of Record is established in connection with accession documents and transactions. *The Home of Record can only be corrected it cannot be changed (See reference (a)).*

Effective Date: Address changes may be future dated.



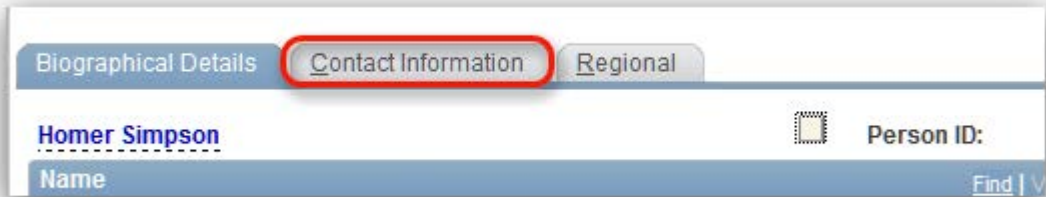
Government Travel Charge Cardholders: Note that address changes submitted for personnel and pay data are not provided to the Government Travel Credit Card (GTCC) contract. Card holders must notify GTCC, separately, when their address changes.

In order to update the address, the cardholder needs to call the GTCC listed on the back of their government travel charge card and update their mailing address.

Continued on next page

Employee Address, Home of Record and Phone, Continued

Procedure Log into Direct Access and follow these steps to view, enter or change a member's address information.

Step	Action
1	<p>Click the Personal Data link in the HR Data Shortcuts pagelet.</p>  <p>The screenshot shows a pagelet titled 'HR Data Shortcuts' with a dark blue header. Below the header, there are several links: 'Personal Information' (circled in red), 'Job Data', 'Dependent Information', 'Search by SSN', 'Email Address', and 'Find an Employee'.</p>
2	<p>A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
3	<p>The Personal Data page will display. Click the Contact Information tab title to display address information.</p>  <p>The screenshot shows the 'Personal Data' page for 'Homer Simpson'. There are three tabs: 'Biographical Details', 'Contact Information' (selected and circled in red), and 'Regional'. Below the tabs, there is a section for 'Homer Simpson' with a 'Name' field and a 'Person ID:' field. A 'Find' button is visible at the bottom right.</p>

Continued on next page

Employee Address, Home of Record and Phone, Continued

Procedure (continued)

Step	Action
4	<p>The Contact Information page will display (Note: Skip to step 10 if just updating phone numbers). Most members will have three address types on file:</p> <ol style="list-style-type: none">1. Home2. Home of Record. Note: The regulation governing the home of record is the JTR, Appendix A. As defined by the JTR, the home of record (HOR) can only be changed if there's a break in active duty service of more than one full day. An individual's home of record is a place recorded as the home of the member when commissioned/appointed, enlisted, inducted or ordered on active duty. The HOR does not change when a member, on active duty, is discharged to accept an appointment or commission if there's no break in service. Note: Many home of record entries were migrated from the previous version without a street address (which is mandatory in DA 9.1). If you open one of these entries you must enter a street address and save the change. If the entry is opened the system will delete the entire home of record row if no street address is present. Use "Unknown" for the street address is the address isn't available to you at the time of the update.3. Mailing (Reflected on member's Payslip. Used for mailing of W2 forms and other official correspondence.)

Current Addresses

Customize | Find | View All | 1-3 of 3 | First | Last

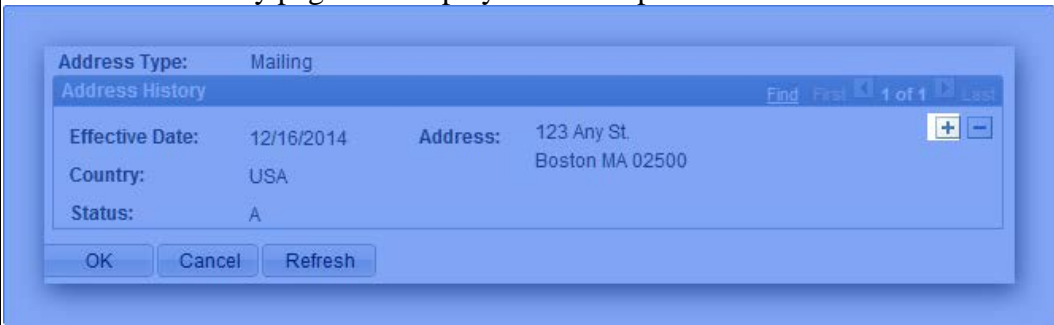
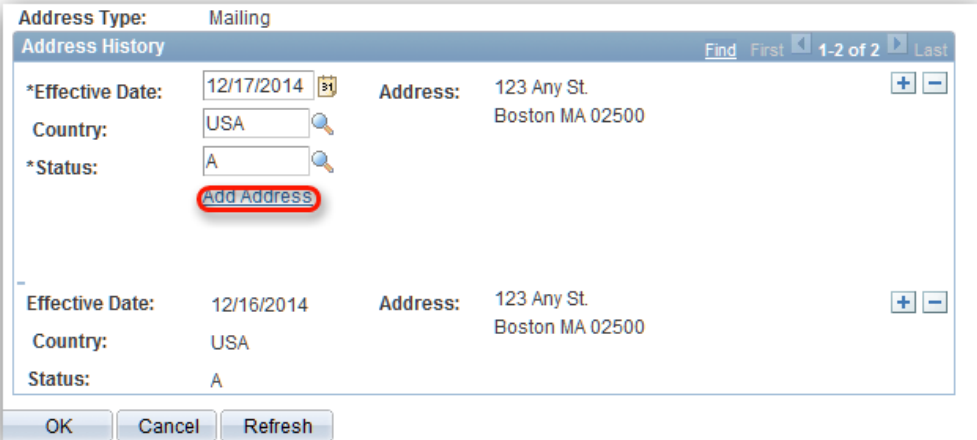
Address Type	As Of Date	Status	Address		
Home	12/16/2014	A	123 Any Street Boston MA 02500	View Address Detail	+ -
Mailing	12/16/2014	A	123 Any St. Boston MA 02500	View Address Detail	+ -
Home of Record	12/01/2000	A	5358 Main St. Topeka KS 66683	View Address Detail	+ -

Select the address type you want to view by clicking on the **View Address Detail** link.

Continued on next page

Employee Address, Home of Record and Phone, Continued

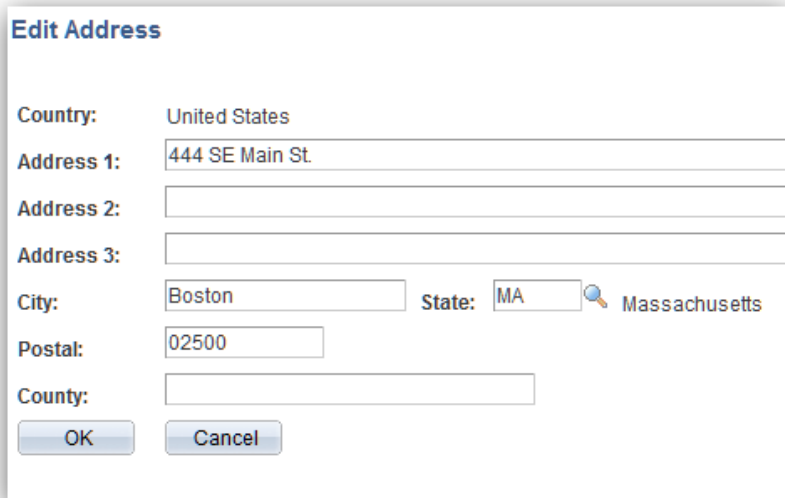
Procedure (continued)

Step	Action
5	<p>The Address History page will display. Click the plus button to insert a new row.</p> 
6	<p>The row will expand for editing.</p> <ol style="list-style-type: none"> Update the following fields if necessary: <ul style="list-style-type: none"> Effective Date – Will default to current date. Can be changed to a future date if desired. Country – Will default to the country code from the existing address. Change if necessary. <p>Note: The Country code should be “USA” for AA, AP & AE addresses as well as for U. S. Territories and Possessions.</p> Status – Defaults to “A” for active. Do not change. Click the “Add Address” link to continue.  <p>Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). Direct Access is the data source for other information systems which cannot use special characters.</p>

Continued on next page

Employee Address, Home of Record and Phone, Continued

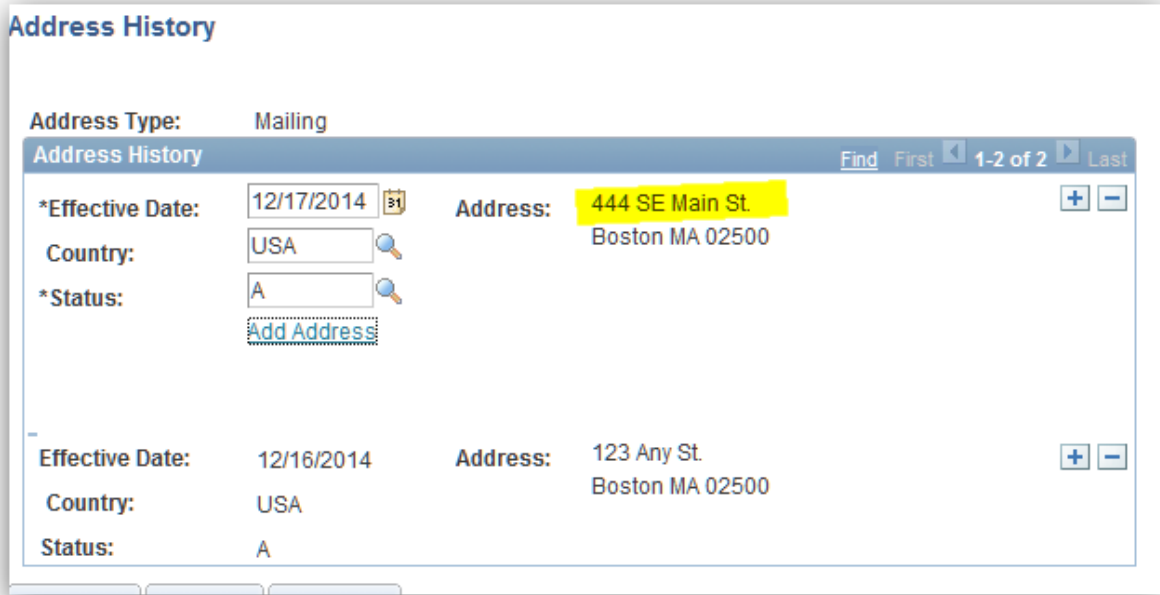
Procedure (continued)

Step	Action
7	<p>The Edit Address page will display. Enter the new address information and click the “OK” button.</p> <div data-bbox="316 577 1096 1071">  </div> <ol style="list-style-type: none"> Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). Direct Access is the data source for other information systems which cannot use special characters. <p>Note: Many home of record entries were migrated from the previous version without a street address (which is mandatory in DA 9.1). If you open one of these entries you must enter a street address and save the change. If the entry is opened the system will delete the entire home of record row if no street address is present. Use “Unknown” for the street address is the address isn’t available to you at the time of the update.</p>

Continued on next page

Employee Address, Home of Record and Phone, Continued

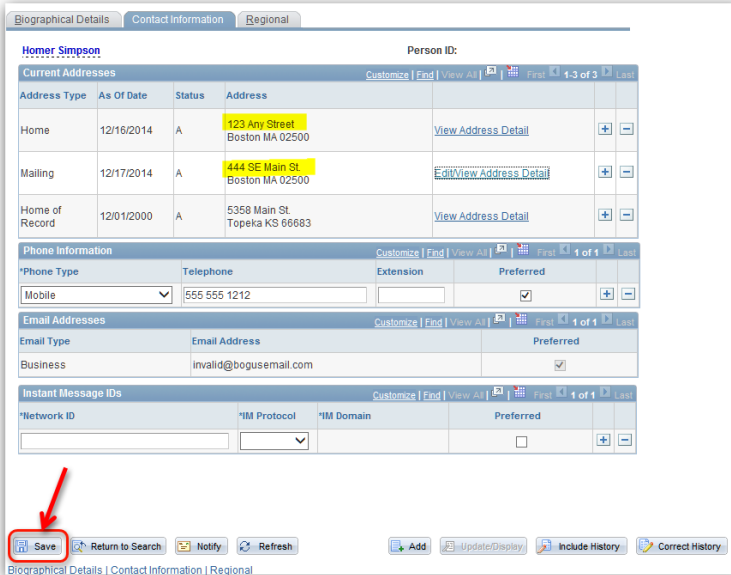

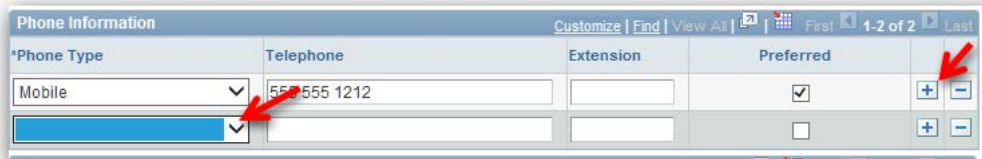
Procedure (continued)

Step	Action
8	<p>The Address History page will display. Review your changes; make any necessary corrections by repeating the previous steps. Click the “OK” button to continue.</p> 

Continued on next page

Employee Address, Home of Record and Phone, Continued

Procedure (continued)

Step	Action
9	<p>The Personal Information page will display. Select another address to update. In this example, the member's Home address needs to be updated. Repeat the previous steps to update the other address.</p> 
10	<p>Update Phone Information if necessary. Change an existing row or click the  button to insert a new phone type:</p> 
11	Click the "Save" button when complete.

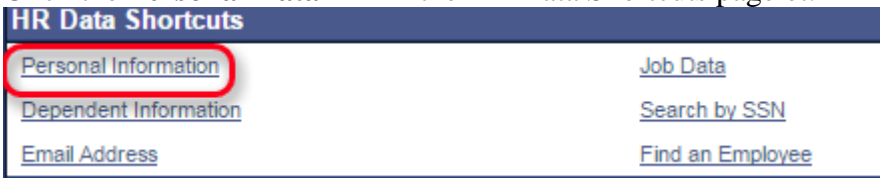


This page left blank intentionally.

Change of Name

Introduction This section provides the procedure to record a member's name change.

Reference Section 5-D of the [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#) lists documentation requirements, which must be met in order for a member to change their name.


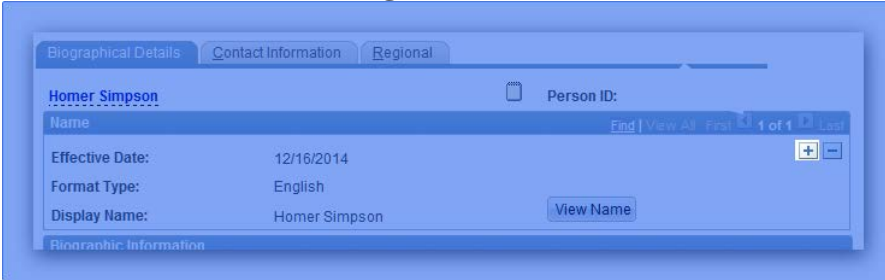
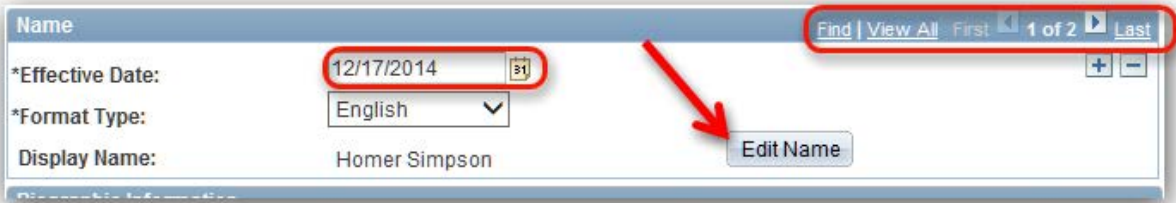
Procedure Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action
1	<p>Click the Personal Data link in the HR Data Shortcuts pagelet.</p>  <p>A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the  button to select the member you wish to display.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

Continued on next page

Change of Name, Continued

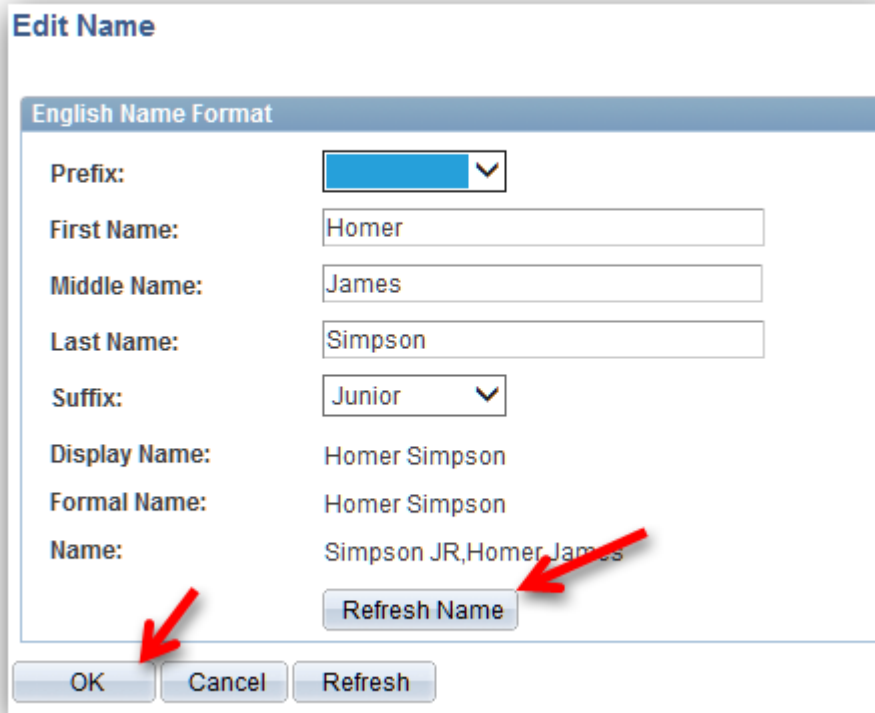
Procedure (continued)

Step	Action
2	<p>The Employee Personal Data page will display. On the “Biographical Details” tab, Click the insert row button -  to begin a new transaction.</p>  <p>The effective date field will change to today's date and the number of rows will increase. If you are just viewing the information it is not necessary to add a new row.</p> 

Continued on next page

Change of Name, Continued

Procedure (continued)

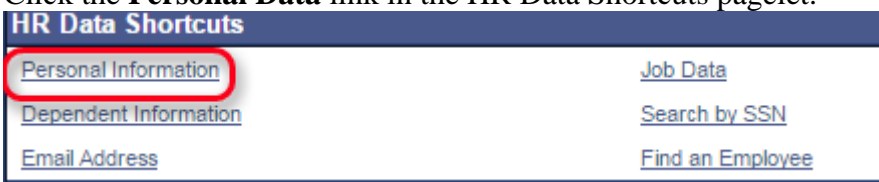
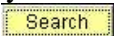

Step	Action
3	<p>Click the Edit Name button. The Edit Name page will display. Update the applicable name fields. Click the “Refresh Name” button to see the changes reflected in the Display Name, Formal Name, and Name Fields. Click “OK” when complete.</p> 
4	<p>The Employee Personal Data page will display. Click the Save button at the bottom of the page to save your work.</p>

This page left blank intentionally.

Marital Status

Introduction This section provides the procedure for viewing, entering or updating a member's Marital Status.


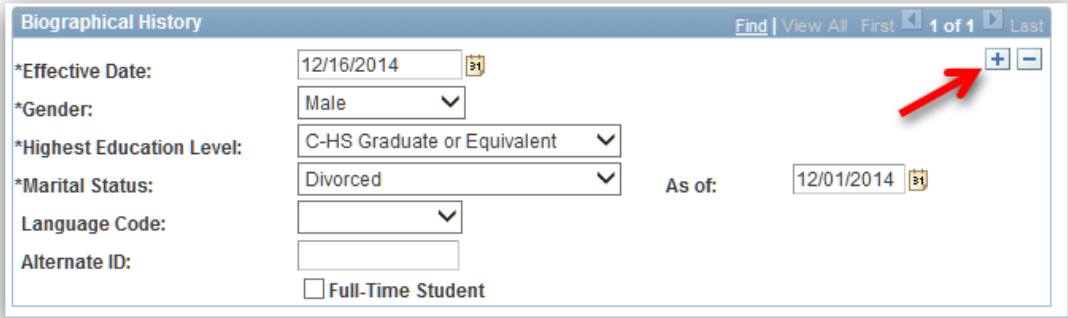
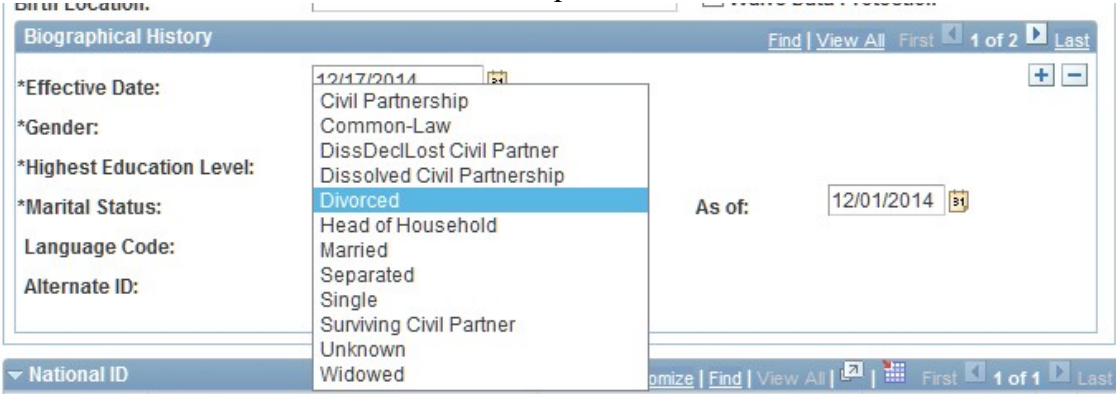
Procedure Log into Direct Access and follow these steps to view, enter or change a member's marital status.

Step	Action
1	<p>Click the Personal Data link in the HR Data Shortcuts pagelet.</p>  <p>A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the  button to select the member you wish to display.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

Continued on next page

Marital Status, Continued


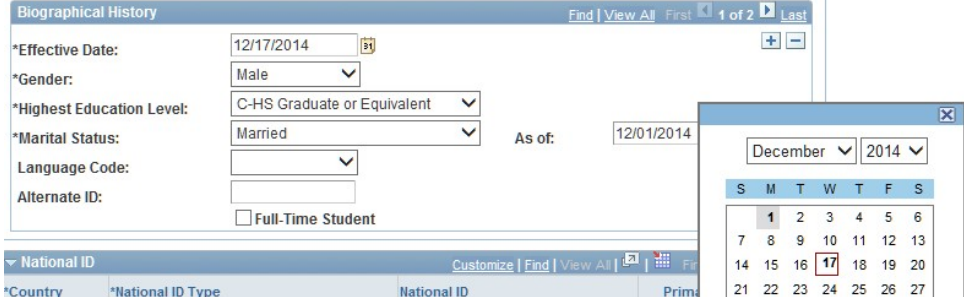
Procedure (continued)

Step	Action
2	<p>The Personal Data page will display. If you are changing the member's marital status, click the  to begin a new transaction. The effective date field will change to today's date and the number of rows will increase. If you are just viewing the information it is not necessary to add a new row.</p>  <p>The screenshot shows the 'Biographical History' form with the following fields: *Effective Date: 12/16/2014, *Gender: Male, *Highest Education Level: C-HS Graduate or Equivalent, *Marital Status: Divorced, Language Code: (empty), Alternate ID: (empty), and a checkbox for Full-Time Student. The 'As of' date is 12/01/2014. A red arrow points to the '+' button in the top right corner of the form.</p>
3	<p>In the new row, click the Marital Status dropdown and select the new status.</p>  <p>The screenshot shows the 'Biographical History' form with the Marital Status dropdown menu open. The dropdown list includes: Civil Partnership, Common-Law, DissDeclLost Civil Partner, Dissolved Civil Partnership, Divorced (highlighted), Head of Household, Married, Separated, Single, Surviving Civil Partner, Unknown, and Widowed. The 'As of' date is 12/01/2014. The bottom of the form shows a 'National ID' section and a 'optimize' button.</p>

Continued on next page

Marital Status, Continued

Procedure (continued)



Step	Action
4	<p>Enter the effective date of the change in the As of field (dates are all numeric and are entered in MM/DD/YYYY format, click the  icon to look up the date if necessary).</p>  <p>Note: This is not the date that will be reflected as the Date of Marriage on the BAH/Dependency Data form. Update/correct the spouse's Marital Status Date if the BAH/Dependency Data form does not show the correct date.</p>
5	Click the Save button to save the new marital status.

Correction of Social Security Number (SSN) or Date of Birth (DOB)

Introduction This section provides the procedure to correct a **member's** Social Security Number (SSN) or Date of Birth (DOB).

Reference Section 5-D of the [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#) lists documentation requirements, which must be met in order to enter a correction to official records.

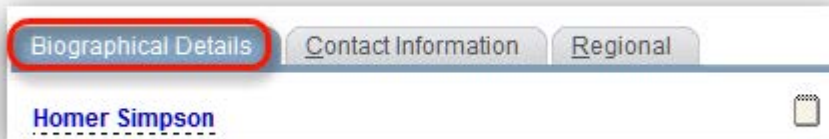

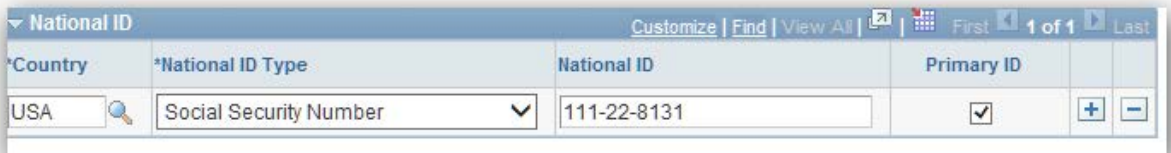
Procedure Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action
1	<p>Click the Personal Data link in the HR Data Shortcuts pagelet.</p>  <p>A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the Search button to select the member you wish to display.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

Continued on next page

Correction of Social Security Number (SSN) or Date of Birth (DOB), Continued

Procedure (continued)

Step	Action
2	<p>The Employee Personal Data page will display. Make sure you are on the Biographical Details tab.</p> 
3	<p>The member's Date of Birth is shown in the Biographic Information section.</p>  <p>The Social Security Number is shown in the National ID section.</p>  <ul style="list-style-type: none"> Correct the Date of Birth field and/or the National ID (for SSN corrections) field. Do not use the add/remove row icons in the National ID area, simply enter the correct SSN.
4	<p>Click the Save to save the correction.</p> <p>Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.</p>

This page left blank intentionally.

Citizenship Status Changes/Passport Information

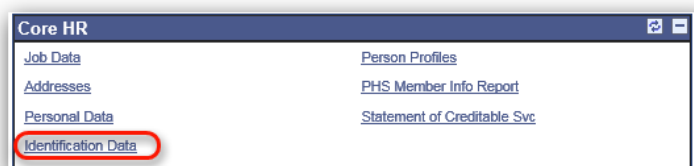
Introduction This section provides procedures for using Direct Access to view or record a change in a member's citizenship status and information about a member's passport and dependent's passport.

Discussion All official passports (active duty members and dependents) and diplomatic passports must be entered into Direct Access. During the implementation phase all Servicing Personnel Offices will be asked to enter the passport data into Direct Access. Newly issued passports will be entered by the CG-00I staff.

Before You Begin If a member is a nonresident alien (defined as a citizen of a foreign country who has not applied for U. S. Citizenship) a tax information transaction must be submitted showing that the member is a resident alien (defined as a member who has applied for U. S. Citizenship) prior to submitting a citizenship status change.

Menu Path: Select the following menu items to begin this transaction:
[Workforce Administration](#) > [Personal Information](#) > [Citizenship > Identification Data](#)

Or, if present, use the Identification Data shortcut on the Core HR pagelet:



1. Enter the member's employee ID number in the Emplid field
2. Click the search button to continue.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Data Entry

The Citizenship/Passport page will display.

- The page loads with the member's current citizenship status displayed. This page does not have an effective date; it is not necessary to insert a new row before changing the citizenship status.
- The Passport Information section of the page does not need to be completed in order to update/change a member's citizenship status. However, you may enter the Passport data if you have the information available.

Citizenship Information

Follow these steps to update Citizenship Information:


The screenshot shows the 'Citizenship/Passport' page for 'Homer Simpson'. The 'Country' field is set to 'USA' and 'United States'. The 'Citizenship Status' is set to 'Native'. The 'Passport Information' section is visible but empty. A red box highlights the 'Country' field with the text: 'The Country field should be changed to reflect the country of citizenship/birth.'

Note: DO NOT insert or delete rows in the citizenship data area. All work is done in the current row.

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedure The following steps will show you how to update Citizenship Information.

Step	Action										
1	Click the lookup icon [ Country field to display a list of valid country codes. Select the country of the member's birth.										
2	Click the dropdown arrow next to the Citizenship Status field to display a list of valid entries.										
3	Select the correct status from the list. <table><tr><td>Status Description</td><td>Use When Member is a</td></tr><tr><td>Native</td><td>Native U. S. Citizen</td></tr><tr><td>Naturalized</td><td>Naturalized U. S. Citizen</td></tr><tr><td>Alien Permanent</td><td>Resident Alien</td></tr><tr><td>Alien Temporary</td><td>Non-resident Alien</td></tr></table>	Status Description	Use When Member is a	Native	Native U. S. Citizen	Naturalized	Naturalized U. S. Citizen	Alien Permanent	Resident Alien	Alien Temporary	Non-resident Alien
Status Description	Use When Member is a										
Native	Native U. S. Citizen										
Naturalized	Naturalized U. S. Citizen										
Alien Permanent	Resident Alien										
Alien Temporary	Non-resident Alien										
4	Click the Save button. The transaction is now complete.										

Continued on next page

Citizenship Status Changes/Passport Information, Continued

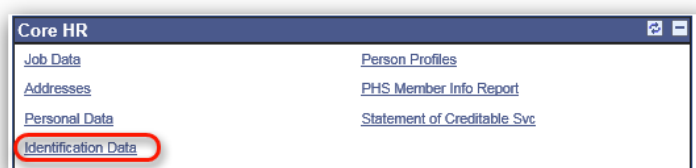
Passport information

Follow these steps to add/update Passport Information:

Select the following menu items to begin this transaction:

[Workforce Administration](#) > [Personal Information](#) > [Citizenship > Identification Data](#)

Or, if present, use the Identification Data shortcut on the Core HR pagelet:



1. Enter the member's employee ID number in the Emplid field
2. Click the search button to continue.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

Continued on next page

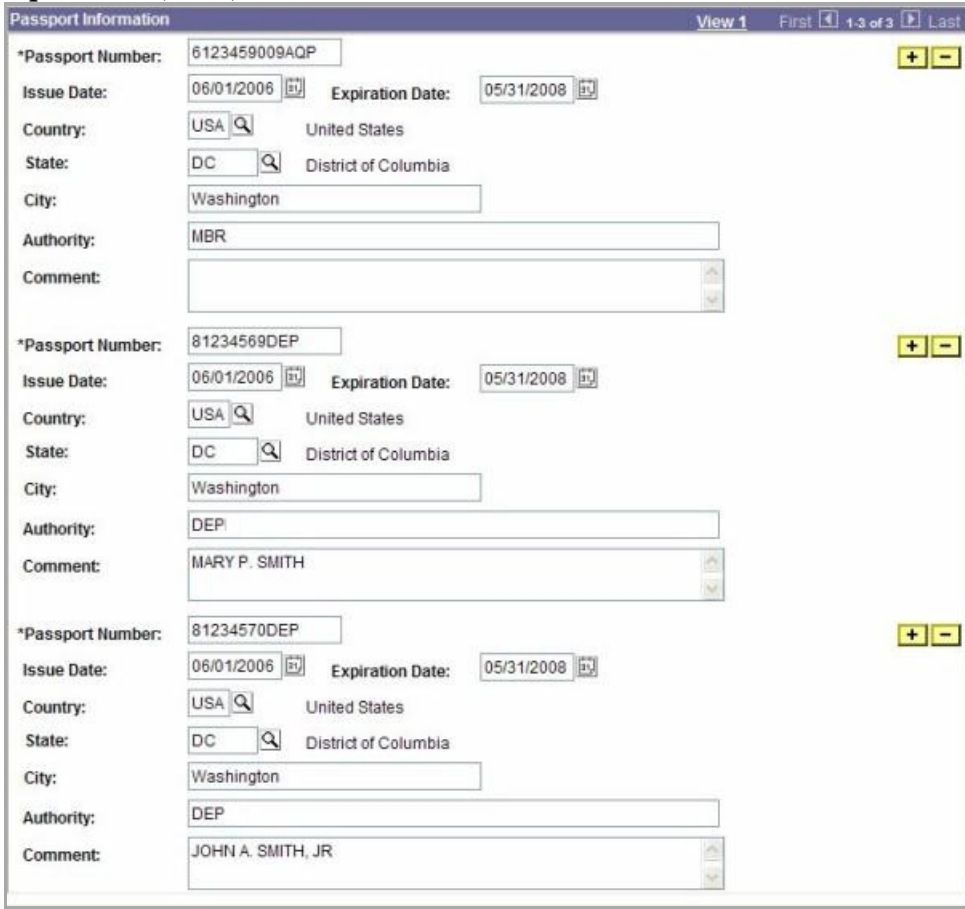
Citizenship Status Changes/Passport Information, Continued

Step	Action																		
1	<p>Enter Passport Information for all official passports issued to the member and, if applicable, the member's dependents.</p> <p>Note: Members' or dependents' receiving a new passport should have a new row added to enter the passport information. Do not delete or over type the old passport information. You will notice the plus (+) or minus (-) sign under the passport information (right side of the screen). Be careful, do not click the (+-) button on the Citizenship row.</p> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Passport Number</td><td>The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access.</td></tr> <tr> <td>Issue Date</td><td>Date the passport was issued. Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.</td></tr> <tr> <td>Expiration Date</td><td>Date the passport expires. Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport. Note: When members' or dependents' passport information expires do not delete the information from Direct Access.</td></tr> <tr> <td>County</td><td>Country the passport is issued defaults to USA. If for some reason USA is not the default please type in USA.</td></tr> <tr> <td>State</td><td>State where passport was issued. Enter DC (District of Columbia). All official and diplomatic passports are processed in the District of Columbia.</td></tr> <tr> <td>City</td><td>City where passport was issued. Enter Washington.</td></tr> <tr> <td>Authority</td><td>Cite the authority of issuance of the passport. Enter MBR (member), DEP (dependent) or CIV (Civilian employees). The codes must be in all UPPERCASE letters. Only indicate MBR, CIV or DEP in this block.</td></tr> <tr> <td>Comment</td><td>Comments. Only indicate dependent's name in the comment block.</td></tr> </tbody> </table> <p>Note: Some active duty or reserve members and civilian employees are authorized to possess more than one official/diplomatic passport at a given time. Enter the passport information for each passport in a separate row (press the (+) button to insert a new row).</p>	Field	Description	Passport Number	The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access.	Issue Date	Date the passport was issued. Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.	Expiration Date	Date the passport expires. Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport. Note: When members' or dependents' passport information expires do not delete the information from Direct Access.	County	Country the passport is issued defaults to USA. If for some reason USA is not the default please type in USA.	State	State where passport was issued. Enter DC (District of Columbia). All official and diplomatic passports are processed in the District of Columbia.	City	City where passport was issued. Enter Washington.	Authority	Cite the authority of issuance of the passport. Enter MBR (member), DEP (dependent) or CIV (Civilian employees). The codes must be in all UPPERCASE letters. Only indicate MBR, CIV or DEP in this block.	Comment	Comments. Only indicate dependent's name in the comment block.
Field	Description																		
Passport Number	The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access.																		
Issue Date	Date the passport was issued. Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.																		
Expiration Date	Date the passport expires. Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport. Note: When members' or dependents' passport information expires do not delete the information from Direct Access.																		
County	Country the passport is issued defaults to USA. If for some reason USA is not the default please type in USA.																		
State	State where passport was issued. Enter DC (District of Columbia). All official and diplomatic passports are processed in the District of Columbia.																		
City	City where passport was issued. Enter Washington.																		
Authority	Cite the authority of issuance of the passport. Enter MBR (member), DEP (dependent) or CIV (Civilian employees). The codes must be in all UPPERCASE letters. Only indicate MBR, CIV or DEP in this block.																		
Comment	Comments. Only indicate dependent's name in the comment block.																		

Continued on next page

Citizenship Status Changes/Passport Information, Continued


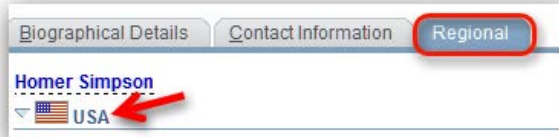
Passport information (**continued**)

Step	Action
2	<p>To add dependent passport information press the (+) button to insert a new row. Enter the passport data for the dependent and click the save button. Remember to enter the dependent's name in the "Comment" block. Repeat this step for each additional passport to be entered.</p> <p>Example Passport Information Completed for Member (MBR) and two dependents (DEP)</p>  <p>Note: You will notice the plus (+) or minus (-) sign under the passport information (right side of the screen). <i>Be careful, do not click the (+/-) button on the Citizenship row.</i></p>
3	Click the Save button. The transaction is now complete.

Non Self-Service Diversity Update

Introduction This section provides the procedure for using PeopleSoft/DA to enter or update a member's diversity information.



Procedure Follow these steps to view and/or update diversity information upon receipt of a completed *CG-5200, Ethnicity and Race Self-Reporting Worksheet* from the member.

Step	Action
1	<p>Click the Personal Data link in the HR Data Shortcuts pagelet.</p>  <p>A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the Search button to select the member you wish to display.</p> <p>i When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
2	<p>The Personal Data component will display. Click the "Regional" tab title or the link at the bottom of the page to open the tab.</p>  <p>Click the dropdown arrow next to the flag to expand the section if necessary.</p>

Continued on next page

Non Self-Service Diversity Update, Continued

Procedure (continued)

Step	Action
3	<p>In the Ethnic Group section, click “View All” to show the member’s Ethnic Group and Category.</p>  <p>The screenshot shows a blue-themed interface titled 'Ethnic Group'. It contains two input fields: 'Regulatory Region' with 'USA' selected and 'Ethnic Group' with '2' selected. To the right of these fields are search icons and the text 'United States' and 'Black or African American'. Below these fields is a checkbox labeled 'Primary'. At the top right of the interface is a navigation bar with 'Find View All First 1 of 2 Last' and expand/collapse icons.</p>  <p>The screenshot shows the same 'Ethnic Group' interface, but now with two entries. The first entry is identical to the one in the previous screenshot. The second entry has 'Regulatory Region' set to 'USA' and 'Ethnic Group' set to 'Y', with the text 'Ethnic Category - Not Hispanic or Latino' to its right. The navigation bar now shows 'Find View 1 First 1-2 of 2 Last'.</p>

Continued on next page

Non Self-Service Diversity Update, Continued

Procedure (continued)

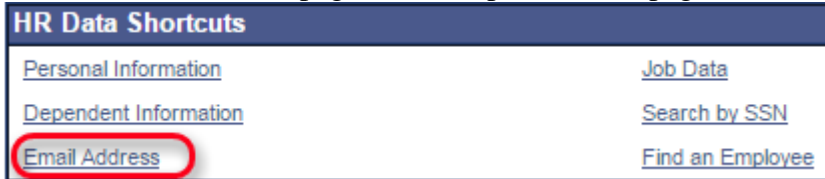
Step	Action									
4	Click the drop-down menu in the Ethnic Group line and choose a diversity description from the list. Refer to the <i>Ethnicity and Race Self-Reporting Worksheet</i> and the table below to determine the diversity description.									
5	Click on the drop down-menu in the Ethnic Category line and select a category. Refer to the <i>Ethnicity and Race Self-Reporting Worksheet</i> to determine the category to select. <table><tr><td>If</td><td colspan="2">Then set the Ethnic Category to...</td></tr><tr><td>YES</td><td>Ethnic Category:</td><td><div>Hispanic or Latino</div></td></tr><tr><td>NO</td><td>Ethnic Category:</td><td><div>Not Hispanic or Latino</div></td></tr></table>	If	Then set the Ethnic Category to...		YES	Ethnic Category:	<div>Hispanic or Latino</div>	NO	Ethnic Category:	<div>Not Hispanic or Latino</div>
If	Then set the Ethnic Category to...									
YES	Ethnic Category:	<div>Hispanic or Latino</div>								
NO	Ethnic Category:	<div>Not Hispanic or Latino</div>								
6	Click Save at the bottom of the page to save your work.									

This page left blank intentionally.

Member Email Address

Introduction This section provides the procedure for entering and updating a member's Email address.

Procedure SPO users will find the administration page for user Email Addresses under the HR Data Shortcuts pagelet on the portal home page:



From this page they will be able to search on users:

A screenshot of the 'Email Human Resources' search page. At the top, it says 'Email Human Resources'. Below that is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below the button, there is a field for 'Maximum number of rows to return (up to 300):' with the value '300' entered. There are three search criteria fields: 'User ID:' with a dropdown set to 'begins with' and the value '1234567'; 'Empl ID:' with a dropdown set to 'begins with' and an empty field; and 'Description:' with a dropdown set to 'begins with' and an empty field. At the bottom, there are buttons for 'Search' and 'Clear', followed by links for 'Basic Search' and 'Save Search Criteria'.

They can then add/change email addresses for users as necessary:

Continued on next page

Member Email Address, Continued

Procedure (cont'd)

Email Address

Treva

Email Addresses			
Email Type	Email Address	Preferred Address?	Delete
Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete

Add Email Address

Save

- Every member must have a “Business” email address type.
 - The “Business” email address type must be marked as the “Preferred Address”
 - Only the email extensions (domains) of **.mil**, **.gov**, and **.edu** may be used in the Business Email Address field of DA. The use Internet webmail (Gmail, Yahoo, AOL, etc.) or other personal email account is not authorized. However, Internet webmail and other personal email addresses may be added using Email Types of other than Business.
 - Be sure to save changes before leaving the Email Address page.
-